

Ref: _____
 Date: _____

From: Code _____ (Division Head)

To: Code _____

Via: Code 1008

Subj: REQUEST FOR ACCEPTANCE OF CONTRIBUTED TRAVEL SUPPORT

Ref: (a) NRLINST 4650.18E

Encl: (1) Information Identifying Sponsor's Offer
 (2) Travel Orders (Required)

1. In accordance with reference (a), it is requested that the following offer of contributed travel support be accepted:

a. Name(s) and code(s) of employee(s): _____

b. Sponsor/Organization offering support:

(1) Name and Address _____

(2) Type of organization (check one):

☐ Foreign Government

☐ Educational

☐ Professional Society

☐ Corporation

☐ Other (Describe): _____

(3) Does the sponsor have any contracts or grants in your division?

☐ Yes

☐ No

If "Yes," be specific and indicate traveler's involvement: _____

c. Event:

(1) Description and Purpose (Include title of paper presented or panel):

(2) Location and Date(s): _____

(3) Purpose of NRL employee's attendance:

☐ Participant

☐ Training

☐ Other (Describe): _____

☐ Speaker

☐ Panelist

(4) Justification (How will Navy benefit?): _____

d. Proposed support:

Amount & How It Will Be Provided

	Date(s)	In Kind	Check to NRL Disbursing Officer
Meals		\$	\$
Lodging		\$	\$
Transportation		\$	\$
Other (List)		\$	\$
Total Support		\$	\$

NOTE: EXACT DOLLAR AMOUNTS MUST BE PROVIDED FOR ALL SUPPORT.

Will any support be provided in cash? ☐ Yes ☐ No

If "Yes," specify: _____

Division Head

FIRST ENDORSEMENT

Date: _____

From: Code 1008

To: Code _____

1. ☐ Acceptance recommended. ☐ Acceptance not recommended. If not, state why:

Office of Counsel

SECOND ENDORSEMENT

Date: _____

From: Code _____

To: Code 3352.2

1. Request for acceptance of indicated contribution of travel support is:

☐ Approved ☐ Disapproved ☐ Approved with limitations:

Approving Official